

South West Community Health and Care Partnership Committee Meeting

Held on

27 June 2006

At

**South West Community Health and Care Partnership Office
130 Langton Road**

Committee Members:

Councillor Stephen Curran (Chair)
Elinor Smith, (Vice Chair) NHSGG
Councillor John Flanagan
Councillor Margaret Sinclair
Stewart MacLennan, Staff Partnership Interim Representative
Iona Colvin, CHCP Director
Jackie Kerr, Head Of Children and Families Service, Interim PEG Rep.
Robert Houston, Greater Pollok Community Forum (deputising for George Daly) Interim PPF representative

In attendance:

Ken O'Neill, Clinical Director
Calum MacLeod, Head Of Mental Health Service
Les Jacobs, Head Of Finance
Fiona Moss, Head Of Planning and Health Improvement
Robert Dolan, CHCP Interim Head of Addiction Services
Yvonne Campell, CHCP Organisational Development Manager
Susan Coull, Health Improvement Manager, CHCP
Janet Hays, Planning Manager, CHCP
Kath Stewart, HR Manager (deputising for Sybil Canavan)

Carlynn McNally (Minute Taker)

Action

1. Apologies

Councillor Keith Baldassara
Councillor Alex Glass
David Patterson, Govan Forum, Interim PPF Representative
Mandy Abbot, Podiatry Manager, Interim PEG Representative
George Daly, Greater Pollok Community Forum, Interim PEG Rep.
Laura Young, Lead Nurse, Interim PEG Representative
John Owens, Head Of Health and Community Care Service
Sybil Canavan, Interim HR Manager – maternity leave

Susan Thomson, Resources Manager

<p>2. Minute of Previous Meeting held on 9 May 2006 GCHCPC (SW) (M) 06/01</p> <p>Minute approved.</p>	
<p>3. Matters Arising</p> <p>i) Public Partnership Forum</p> <p>F Moss spoke to the report and provided a verbal update on the events held on 9 and 20 June 2006. It was noted Mental Health service users felt that Mental Health management were not particularly well-represented at either event. C MacLeod explained that there was representation but undertook to progress this with the user Forum to encourage participation in future events and address issues of concern.</p> <p>Councillor Curran asked that the Committee's thanks be extended to staff involved in organising the events.</p> <ul style="list-style-type: none"> • The content of the report was noted and approved. • Authorisation was granted to The Head of Planning and Health Improvement to progress the recruitment of a PPF support officer in line with available funding. • The Head of Planning and Health Improvement was instructed to bring forward a report to a future meeting outlining the resources available to support the PPF and process for payment of expenses for volunteers. <p>ii) Professional Executive Group</p> <p>K O'Neill made a verbal report. He reported that the event on 22 May 2006, facilitated by Y Campbell, was a productive day. It focused on Structures, Shared Values and Styles. A further event is organised for 16 August 2006 at which the Performance Framework for the CHCP will be presented and it is hoped that tasks will be prioritised from that event.</p> <p>Councillor Curran noted and welcomed the progress being made by the Professional Executive Group.</p> <p>iii) Performance Indicators – Health Improvement Priorities for South West</p> <p>F Moss reported work on this matter is ongoing and confirmed her intention to bring a finalised paper to a future Committee.</p> <p>iv) Standing Order 12.5 (Registerable Interests) Template</p> <p>Councillor Sinclair noted she has not received the template for completion. Councillor Curran advised this matter would be fully discussed as agenda item 6 today.</p>	<p>CMacL</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>FM</p>

<p>v) Communications Plan</p> <p>The Director advised it is hoped to appoint to the post of Communications Officer within the next couple of weeks.</p>	
<p>4. Healthy Living Initiative</p> <p>Councillor Curran noted an updated version of the report had been issued at today's meeting.</p> <p>F Moss spoke to the report and outlined the projects under consideration to utilise the £227,810 non-recurring NHS funds by March 2007. The projects are: Men's Health Service, Keeping Well in Greater Govan and COMPASS Service.</p> <p>Councillor Flannagan referred to point 4.2 within the report and sought clarification regarding the statement "The Board of Directors have shared frustration in ensuring delivery" in respect of the Keeping Well in Greater Govan project. He stated, as an elected member, he was unaware of this frustration.</p> <p>F Moss advised the situation was resolved by the Project now sub-contracting the service and offered to discuss specific details regarding management issues with Councillor Flannagan outwith today's meeting.</p> <p>Councillor Sinclair asked if there was any information regarding the Stress Services Unit in Pollok, particularly in relation to their accommodation issues.</p> <p>F Moss advised the intention is for the unit to be accommodated in the Civic Realm when it is ready and the issue of longer term funding for the unit is also under consideration.</p> <p>R Houston noted that any extension to the Men's Health Service would be welcomed within the community.</p> <p>The Director noted the report is consider short-term priorities for the funds available and advised it is intended to consider the medium- and long-term priorities at the next meeting.</p> <ul style="list-style-type: none"> • The content of the report was noted and approved. • Report outlining medium- and long-term priorities for consideration to be brought to next meeting. 	<p>FM</p>
<p>5. Health Improvement Priority for South West</p> <p>F Moss spoke to the report and outlined the background which allowed South West's Health Improvement Priority to be defined as Children's Health.</p> <p>F Moss outlined the aims/objectives to be achieved by September 2006 and April 2007 and how these would be met.</p> <p>Councillor Flannagan noted that whilst there are plans to utilise Pollok</p>	

<p>Credit Union to facilitate the provision of white goods there is no mention of a similar plan for Govan and queried whether this was in hand. F Moss was unable to confirm the situation in Govan and agreed to clarify this for Councillor Flannagan.</p> <p>Councillor Sinclair asked if there is work planned within schools regarding addiction issues.</p> <p>J Kerr advised multi-agency work is ongoing in this regard but it is recognised that the work needs to be co-ordinated. There is a planned half-day event for agencies at which any gaps in programmes will be identified and solutions sought. J Kerr will present the paper from that event to a future Committee.</p> <p>Councillor Curran noted the high level of positive media attention East CHCP had achieved in relation to the launch of their Oral Health Initiative and indicated that would be something we would wish to emulate. The Director confirmed this is an issue the soon to be appointed Communications Officer could undertake.</p> <ul style="list-style-type: none"> • Committee agreed the priority health initiative focusing on early intervention for children under 5 years of age. • Committee agreed the proposed initiative activity and outcomes. • Committee invited a status report in October 2006 with proposals for any further investment required to deliver the rolling programme of parenting programmes. 	<p>FM</p> <p>JK</p> <p>FM</p> <p>FM</p>
<p>6. CHCP Committee Standing Orders</p> <p>The Director spoke to the report and confirmed the South West CHCP is now a formal sub-Committee insofar as GGNHS is concerned but has not yet been established as a formal sub-Committee by Glasgow City Council.</p> <p>The Director noted that Susan Thomson, newly appointed Resources Manager to the CHCP, will be responsible for the administration of the Committee in future.</p> <p>S Thomson will email relevant documents on registration of interests to Committee members next week on her return from leave and will be available to meet with members to assist with completion of their documentation if such assistance is required.</p> <p>E Smith confirmed the Board's code and registration process is very similar to that of the Council and offered to assist members with completion should it be required.</p> <p>The Director noted, once completed, details of members' Register of Interests will be held on both the Council and Board's websites.</p> <p>Councillor Curran, on behalf of the Committee, thanked E Smith for her offer of additional assistance.</p> <ul style="list-style-type: none"> • Content of report noted and approval granted in respect of the 	<p>ST</p> <p>ST</p>

<p>process at paragraph 3.</p> <ul style="list-style-type: none"> • CHCP Resources Manager instructed to ensure the Register of Interests is maintained as directed by the Head of (NHS) Board Administration and identified within the Standing Orders. 	
<p>7. Organisational Development Plan</p> <p>Y Campbell provided a verbal update on progress regarding the Organisational Development Plan. She reported that only two proforma have been returned to her by Committee members. Appropriate Heads of Service are in communication with those who have indicated areas of development and briefings/visits will be arranged to assist the members.</p> <p>Y Campbell outlined her intention of presenting the full Organisational Development Plan to the next Committee meeting.</p> <p>Councillor Curran indicated that when the Council's Diary is published it should allow briefings/visits, requested as part of the Organisational Development Plan, to be scheduled.</p>	<p>YC</p>
<p>8. Accommodation Plan</p> <p>J Kerr spoke to the report. She outlined the rationalisation regarding the use of available accommodation to ensure local service delivery and integration of staff.</p> <p>J Kerr outlined the proposed use of each building and discussion followed regarding Glasgow City Council's Options Appraisal.</p> <p>Councillor Flannagan queried the number of staff who would be accommodated in the Rowan Park property. He also sought confirmation that Rowan Park would be the building services users in the Govan would visit to receive services. J Kerr indicated 180 (max) staff would be accommodated at Rowan Park and confirmed that would be the main location for service users in Govan.</p> <p>The Director noted that Culture and Leisure Services have requested accommodation for 20 of their staff within the Rowan Park property. She further noted that Rowan Park, along with Strata House, is a temporary solution.</p> <p>Brief discussion around accessibility to buildings by users of public transport. The Director confirmed that both Govan Initiative and Southern General Hospital management are onboard in ongoing discussions with transport providers. E Smith noted the Community Engagement Team are also pursuing transport issues relevant to people who will require to travel from the South East of Glasgow to the South West to access hospital services.</p> <p>Councillor Flannagan raised the issue of the Options Appraisal and asked if "Govan Ships" remains an option. The Director confirmed that it remains an option. Councillor Flannagan expressed his concern regarding this as a very expensive option and outlined his preference would be to have funds spent on provision of services as opposed to paying £1.2m per</p>	

<p>annum for a lease for a property neither the Council nor GGNHS own.</p> <p>Councillor Curran noted that regeneration issues will be a factor of the Options Appraisal in August/September. He expressed his belief that Councillor Flannagan's concerns would be considered/addressed as part of that process.</p> <ul style="list-style-type: none"> • The contents of the report were noted. • The Director instructed to bring forward a further report following the outcome of Glasgow City Council's Options Appraisal. 	<p>IC</p>
<p>9. CHCP Development/Corporate Plan 2006/07</p> <p>J Hays spoke to the report.</p> <p>She confirmed the framework conformed to the guidance issued and outlined the consultation that had taken place regarding the content. The Plan was discussed at the SMT in May, the Chair, Vice Chair and Director were consulted and it was considered at Social Work Directorate.</p> <p>J Hays noted the intention to use July to consolidate the Plan and to bring the final draft version to Committee in August.</p> <p>The Director noted some comments are awaited from the Community Planning Partnership. She also noted the truncated timescale in which the 2006/07 Plan had to be devised and expressed the intention to make full use of the less truncated timescale for the 2007/08 Plan for which it is intended to ensure much wider/fuller consultation.</p> <p>Councillors Sinclair and Curran commented positively on the format and legibility of the Plan.</p> <p>Councillor Curran thanked J Hays for her work on the Plan and asked her to extend the Committee's thanks to others involved.</p> <ul style="list-style-type: none"> • Committee noted the draft Development Plan. • The Director was instructed to amend the Plan in line with comments from CHCP Committee of 27 June 2006. • The Director was instructed to circulate the draft Plan for wider consultation across South West Glasgow. • The Director was instructed to provide a final draft of the Development Plan to Committee in August 2006. 	<p>IC</p> <p>IC</p> <p>IC</p>
<p>10. Future Meetings</p> <p>The Director spoke to the paper outlining the proposed schedule of meetings and informed the meeting that it is now a Board requirement that CHCP Committee meetings are open to the public. She further noted the draft programme does not preclude other topics being considered.</p> <p>E Smith outlined the Board's schedule of meetings and how these are organised. Meetings are alternated on a monthly basis between those held in public and where decisions will be made and recorded and seminar meetings which are held in private and allow members to fully</p>	

<p>explore issues. These seminar meetings will be informative but will not make decisions. A further series of meetings have also been arranged to provide information to all elected members across South West CHCP area. E Smith stated she commended this schedule of meetings to the CHCP Committee.</p> <p>Discussion around locations took place. Councillor Curran stated that consideration needs to be given to locations large enough to accommodate public attendance and also to acknowledge the best use of accommodation (working space) when a lack of accommodation is an issue across the CHCP.</p>	
<p>11. Any Other Business</p> <p>i) South Glasgow Hospital</p> <p>Councillor Curran extended the Committee's thanks to E Smith for the work undertaken in relation to this. He noted the opportunities for South West Glasgow in respect of employment etc.</p> <p>Councillor Sinclair asked if public transport issues regarding access to the hospital were being addressed. E Smith confirmed this is being pursued with providers by both GCC and GGNHS.</p>	
<p>12. Date of Next Meeting</p> <p>Tuesday 22 August 2006 at 2.00 pm at the Civic Realm.</p>	

South West Community Health and Care Partnership Committee Meeting

Held on

9 May 2006

At

**South West Community Health and Care Partnership Office
130 Langton Road**

Committee Members:

Councillor Stephen Curran (Chair)
 Elinor Smith, (Vice Chair) NHSGG
 Councillor John Flanagan
 Councillor Alex Glass
 Councillor Margaret Sinclair
 Councillor Keith Baldassara (Items 6 – 14)
 Mandy Abbot, Podiatry Manager, Interim PEG Representative
 George Daly, Greater Pollok Community Forum, Interim PPF Rep.
 Stewart MacLennan, Staff Partnership Interim Representative
 Iona Colvin, CHCP Director
 Jackie Kerr, Head Of Children and Families Service, Interim PEG Rep.
 Laura Young, Lead Nurse, Interim PEG Representative

In Attendance:

Ken O'Neill, Clinical Director
 Tom McLeish, Communications Group
 John Owens, Head Of Health and Community Care Service
 Calum MacLeod, Head Of Mental Health Service
 Sybil Canavan, Interim HR Manager
 Les Jacobs, Head Of Finance
 Fiona Moss, Head Of Planning and Health Improvement (Items 1 -7)
 Cathy Rice, CHCP Principal Health Promotion Officer

Carlynn McNally (Minute Taker)

Action

1. Apologies

Councillor Keith Baldassara (delayed)
 David Patterson, Govan Forum, Interim PPF Representative
 Yvonne Campbell, Organisational Development Manager CHCP

2. Minute of Previous Meeting

Minute approved.

<p>3. Matters Arising</p> <p>i) Health Improvement Priorities For South West</p> <p>F Moss provided a verbal update in which she confirmed work is ongoing to identify the specific indicators to be used to assess impact of health improvement initiatives within South West.</p> <p>The Director provided an update regarding the cross-city meeting at which it was agreed each CHCP will be responsible for one priority area. She noted it is likely the priority area identified for South West will be Children's Health. This will be reported to next Committee meeting.</p> <p>Councillor Sinclair noted that, at a meeting on 5 May, Police representatives had highlighted the issue of children as young as 8 years old pushing drugs. She suggested this should be highlighted within the priorities for the CHCP. The Director expressed her confidence that this matter will be one element the new Childrens Planning structure will be considering in conjunction with ongoing work in relation to vulnerable children.</p> <p>Councillor Curran acknowledged this matter is a work in progress.</p> <ul style="list-style-type: none"> • Content of report noted and agreed. • F Moss instructed to bring details of agreed indicators to a future meeting. 	<p>FM</p>
<p>4. CHCP Scheme of Establishment</p> <p>The Director noted the distributed appendix had been written last year and has been approved by both Board and Council. She further noted AM O'Donnell (Council) and John Hamilton (NHSGG) continue to work on determining the governance framework. A further paper is expected to be submitted, by them, to the Council, NHS Board and CHCPs. The aim is to establish efficiency of systems and dovetail these where possible.</p> <p>It was noted Finance and Personnel systems will be subject to alignment rather than integration.</p> <p>A briefing session, for the Committee, on the topic of Governance was suggested and agreed.</p> <ul style="list-style-type: none"> • Content of Scheme Of Establishment noted. • Director to bring forward further reports as required in relation to wider governance framework. 	<p>IC</p> <p>IC</p>
<p>5. CHCP Committee Standing Orders</p> <p>The Director spoke to the report and confirmed the Standing Orders For The Proceedings Of Business (December 2005) had been approved by both Board and Council.</p>	

<p>It was noted, in respect of Standing Order 12.5 (Registerable Interests), the recording template has yet to be confirmed by AM O'Donnell/J Hamilton.</p> <ul style="list-style-type: none"> • Content of the report noted. • Committee agreed Deputies to be named as outlined in Standing Order 3.14 • The Director to bring finalised version of the template in respect of Standing Order 12.5 (Registerable Interests) to Committee when available. • The Director to arrange for Standing Orders For the Proceedings Of Business (December 2005) document to be re-issued to all Committee members including named Deputies • The Director to ensure named Deputies routinely receive all Committee correspondence. 	<p>All</p> <p>IC</p> <p>IC</p> <p>IC</p>
<p>6. Finance Report</p> <p>L Jacobs confirmed the draft nature of the report distributed and explained work is ongoing in relation to defining budgets. He confirmed it will be a phased process and information is awaited from the Council before detailed budgetary information can be issued. He noted clarity is also awaited regarding which budgets are to be devolved to CHCPs.</p> <p>Members queried the progress of the Capital Planning projects and were advised the Thornliebank Project is at an advanced stage and the Govan Project has been granted Planning Permission.</p> <ul style="list-style-type: none"> • Content of the report noted. • Director instructed to provide regular financial reports to Committee. 	<p>IC</p>
<p>7. CHCP Development Plan</p> <p>F Moss provided a verbal update. She confirmed guidance has now been received from GGNHS Board. This outlines the need for a draft plan to be submitted to GGNHS Board. Unfortunately the timescales identified do not allow for prior approval by the CHCP Committee and the plan will be submitted in draft form pending approval by Committee in June.</p> <p>Councillor Glass queried whether the Development Plan would be updated and issued annually and stated future planning process/ timescales should ensure the draft plan is submitted to Committee prior to submission to Centre.</p> <p>The Director confirmed this matter has been addressed and staff are aspiring to prepare the Development Plan late 2006/early 2007 to allow time for consideration at Committee prior to submission to Centre. She outlined staff's commitment to coinciding budgetary and developmental issues in tandem with the timescales proscribed by Council and Board.</p> <p>Councillor Curran noted submission timescales were unachievable this year and supported staff in their efforts to achieve this for 2006/07.</p>	<p>IC/FM</p>

<p>8. Communication Plan</p> <p>T McLeish provided a verbal report on progress made by the Communications Group.</p> <p>He outlined the methods currently being used to communicate changes to staff and public: Meetings, Websites, Intranets, Newsletters (staff), Leaflets/Newsletters (public.) He also outlined plans to enhance/combine the methods currently used in a bid to allow more people to access the information.</p> <p>T McLeish noted no additional funds are available to increase/enhance communications. Therefore, efforts are being concentrated on ensuring recipients are receiving relevant, accurate and timely information. Suggestions under consideration include a) merging the two staff newsletters and b) the Director issuing briefings similar to those issued by the Director of Social Work.</p> <p>Brief discussion around email usage and disparity between Council and NHS staff. Councillor Glass noted it is impractical to manage an organisation where one staff group cannot communicate with the other. The Director acknowledged this is an ongoing issue. She noted Council staff are now able to contact NHS staff via the internal email system. The Director advised testing is ongoing to establish whether the NHS IT system can cope with a reciprocal arrangement.</p> <p>After a brief discussion around various publications that could be utilised to communicate with members of the public, it was agreed T McLeish should explore G Daly's suggestion of making use of unused, but paid for, space in a forthcoming Community Planning edition of "The Pollok Post".</p> <p>S Maclellan asked that consideration be given to ensuring the Communications Group address the needs of staff who do not access computers as part of their daily work routines. T McLeish to action.</p> <p>The Director confirmed it is intended to extend the Communications Group to include PPF members. She further noted there are city-wide plans to issue leaflets to all households and a radio advertising campaign is also planned.</p> <p>The Director also noted the newly-created Communications Officer post will greatly assist the Communications Group in their ongoing task.</p> <p>Councillor Curran noted the commitment of members of the Communications Group, who are undertaking this remit in addition to their substantive duties, and thanked them for their efforts to date.</p>	<p>TMcL</p> <p>TMcL</p>
<p>9. Public Partnership Forum</p> <p>C Rice referred to the report. She confirmed there is agreement, within the short-life working group that the priority is to provide information for community groups around the development of the CHCP and the role of the PPF.</p>	

<p>Efforts are, therefore, being focused on engaging the community (either individually or in organisations) via a series of events. She reported that by 12 May, 750 letters advising people of the forthcoming events will have been issued.</p> <p>C Rice advised the programme for the 9 June event at the Palace Of Art should be concluded by 12 May also. She noted there is a consensus that planned events should avoid a “lecturing” format and efforts are being made to achieve this.</p> <p>The process for following up any expressed interest was outlined by C Rice.</p> <p>Councillor Curran asked Committee to note that efforts to date are a starting point for ensuring an effective PPF. He further noted the importance of staff ensuring groups/individuals are encouraged/ enabled to raise/articulate the issues/topics/matters of interest/concern to them.</p> <ul style="list-style-type: none"> • Content of report noted. • Director instructed to update Committee at future meetings. 	<p>IC</p>
<p>10. Professional Executive Group</p> <p>K O'Neill spoke to the report.</p> <p>Councillor Curran thanked K O'Neill and members of the PEG for work to date.</p> <ul style="list-style-type: none"> • Content of report noted. • Clinical Director instructed to update Committee at future meetings. 	<p>KO</p>
<p>11. Organisational Development Plan</p> <p>In the absence of Y Campbell, the Director spoke to the report. She outlined the proposals to arrange briefing sessions/visits to allow Committee members to be informed on any areas/issues in which they feel there are gaps in their knowledge.</p> <p>Committee members were asked to complete the template included in the report. The completed templates will be used to allow a Development Plan, which reflects their needs, to be formulated.</p> <p>Councillor Curran asked that the Committee's thanks be relayed to Y Campbell for the work involved in producing the report.</p> <ul style="list-style-type: none"> • Committee members to complete and submit template to Iona Colvin • Content of report noted. 	<p>IC</p> <p>All</p>

<p>12. Children's Services (Presentation)</p> <p>J Kerr provided a presentation on the following topics:</p> <ul style="list-style-type: none"> • Shifting The Balance Of Care • Development of PACT Teams, and • Early Intervention Agenda <p>A question and answer session followed. Clarification regarding HALL4 was requested. J Kerr confirmed the Scottish Executive, in 2003, directed that Health Visitors roles should move from a "screening" to a more "health promotional" role.</p> <p>Councillor Glass noted that, whilst the inclusion of a Benefits Advice Officer in PACT teams is welcome, there is also a need to ensure education and employment issues are addressed as a means of assisting parents towards social inclusion.</p> <p>J Kerr noted that the PACT teams, whilst they will address parenting skills and benefits issues, will also utilise a number of initiatives (e.g. Schools' Out) to assist parents to participate in education/employment opportunities.</p> <p>E Smith noted an initiative in Possil, focused on Older People, had uncovered an under-claiming rate of 60%. She noted and welcomed the use of the Benefits Advice Officer to assist in income maximisation for service users.</p> <ul style="list-style-type: none"> • Head Of Children and Families Services/Criminal Justice Services to bring progress report to future meeting. 	<p>JK</p>
<p>13. Any Other Business</p> <p>i) Presentations</p> <p>The Director suggested the following topics for future presentations to Committee:</p> <ul style="list-style-type: none"> ❖ Accommodation ❖ Governance (as per Item 4) ❖ Management Processes ❖ Service Objectives ❖ Income Maximisation (added by Committee) ❖ Pathways To Work (added by Committee) <ul style="list-style-type: none"> • Director to ensure presentations on the above topics are made to future meetings. <p>ii) Accommodation for future Committee Meetings</p> <p>Councillor Curran advised the Shadow Committee had agreed to continue to hold Committee meetings in local workplaces. Suitable venues include: Greater Pollok Area Team Office, Elderspark Clinic and Strata House.</p>	<p>IC</p>

14. Date Of Next Meeting Tuesday 27 June 2006 at 2.00pm	